

## **SENIOR INFORMATION SERVICES BUSINESS ANALYST**

Code No. 4-20-030

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior-level professional position in the Department of Information Services responsible for analyzing business procedures of user departments and to develop and implement information management systems which are compatible with them. This position differs from the lower, Information Services Business Analyst, in that assignments received are more complex and encompass a larger scope such as an entire department. The employee works closely with user departments to develop an understanding of their business processes and goals. Demonstrated experience and/or training in the technology applicable to the assigned department is required prior to appointment to this position. The employee reports directly to, and works under general supervision of, a Computer Project Coordinator. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists user departments to develop an information management plan that augments their strategic plan;

Develops an understanding of the user departments' business processes and goals;

Develops flow charts and other documentation depicting workflow and possible re-engineering opportunities;

Conducts needs analysis, documents cost/benefit and defined user requirements for information management systems;

Prepares project plans and schedules, including detailed objectives, resources, tasks and work assignments;

Develops requests for proposals, leads vendor selection process, negotiates contracts;

Researches and recommends computer solutions;

Manages project implementation;

Recommends and ensures appropriate training is available for users at all levels;

Assists users with budget preparation as related to information management systems needs;

Participates in testing of systems or software.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and techniques used in systems analysis and design, and related programming, testing, and implementation; good knowledge of the technology applicable to the user department to which assigned; good knowledge of database design and concepts; good knowledge of office procedures as related to the user department to which assigned; management skill; organizational skill; decision making skill; ability to assist user departments to develop an information management plan in relation to their strategic plan; ability to understand user departments' needs and capabilities as related to information management systems; ability to develop request for proposals; ability to assist in budget preparation in relation to the project to which assigned; ability to prepare project plans and schedules; ability to analyze office procedures and determine areas for improvements; ability to devise new methods for departmental procedures as related to information management systems; ability to establish and maintain effective professional working relationships; ability to communicate effectively; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience in systems development and analysis, two (2) years of which must have involved defining user needs, suggesting solutions and implementing systems using the technology applicable to the department assigned; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years experience as defined in (A) above, two (2) years of which must have involved defining user needs, suggesting solutions and implementing systems using the technology applicable to the department assigned; OR,
- (C) Eight (8) years experience as defined in (A), two (2) years of which must have involved defining user needs, suggesting solutions and implementing systems using the technology applicable to the department assigned; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENTS:** Depending upon assignment, candidates for positions in Monroe County government are required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** September 7, 1995